

SECRET

15-1666

LRH

Approved For Release 2005/04/21 : CIA-RDP57-00384R000100130021-6

1025X1  
OGC

23 July 1952

MEMORANDUM TO: Administrative Officer, Each Office  
FROM : Chief, Administrative Service  
SUBJECT : Space Occupancy Report.

1. In order that space occupancy reports may be forwarded as required of this office it is requested that the attached forms be completed and returned on or before 1 August 1952.

2. As indicated on Form (1) total figure for Authorized T/O should be supplied while opposite space by buildings the actual personnel on duty figure should be given.

3. Form (2) is for Projected T/O and will be used for planning future space requirements.

25X1A



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